



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MSP 1.1.10	Subject: MSP/MCE TOURS	
Reference: DOC Policy No. 1.1.10		Page 1 of 5 plus 6 attachments
Effective Date: September 21, 2001	Revision: (new effective date) May 13, 2009	
Signature / Title: /s/ Mike Mahoney / Warden		
Signature / Title: /s/ Gayle M. Lambert / MCE Administrator		

I. PURPOSE

To allow tours of MSP and MCE by selected individuals and groups using established procedures.

II. DEFINITIONS

MCE agricultural tours - tours of MCE, outside of the fenced perimeter, such as the ranch, dairy and feedlot areas.

DOC Staff Family - for the purpose of this operational procedure includes the spouse, children, parents, siblings, foster children, foster parents, and/or grandchildren of DOC staff assigned to the MSP/MCE facility.

III. PROCEDURES:

A. Purpose of Tours

1. To familiarize legislators, judges, law enforcement, criminal justice personnel and other official visitors with the internal operations of MSP and/or MCE.
2. To provide an opportunity for selected victims of crime to observe the physical security of MSP to help alleviate any fears they may have associated with the secure whereabouts of inmates.
3. To provide family members of DOC employees working at MSP/MCE an opportunity to observe the physical setting in which their family work.
4. To familiarize the media with facility operations, and to provide them with an opportunity to secure approved photographs and film footage for their files.
5. To provide tours for selected members of the general public and education who have an acceptable reason to observe the operations of MSP and/or MCE.
6. To familiarize selected community groups with the operations of MSP and /or MCE in order to promote community relations.
7. To provide MCE agricultural tours to students or other interested parties to observe MCE operations outside the fenced perimeter of MSP. Such tours may include school classes, FFA, 4H clubs, agricultural students, agricultural groups, etc. All tours of MCE agricultural programs must meet the supervision requirements as set forth in this operational procedure.
8. For the purpose of this operational procedure tours do not include vendors, Department employees, employees from other state agencies, other states corrections professionals, federal agencies or contracted facilities/individuals who have official business at MSP and/or MCE.
9. Parole Board and Sentence Review hearings are public meetings that may require consideration on a case-by-case basis by the Warden or designee.

B. Tour Requests:

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All written or verbal requests for tours of MSP/MCE must be forwarded to the MSP Public Information Officer/Victim Information Officer (PIO/VIO).

1. Upon receipt of a request the PIO/VIO will mail or fax a blank copy of an *MSP Tour Request Form (attachment A)*, and *MSP Tour Agreement (attachment D)*, and a copy of *MSP Visitor Rules (attachment E)*, to the person requesting the tour with instruction to fill out the MSP Tour Request form and mail or fax it to the PIO/VIO at least 15 days prior to the tour.
2. If the PIO/VIO does not receive the completed request a minimum of 15 working days prior to the requested date of the tour the PIO/VIO may deny the request and not process it any further. Tour requests and criminal background checks that do not meet the advanced notice requirement are subject to the approval of the Warden/MCE Administrator or designee.
3. Tour requests for MCE agricultural tours or tours inside the single fenced perimeter of MCE operations will comply with the following additional steps:
 - a. Written MSP Tour Request Form completed by the requesting person and given to the MCE Administrator or designee for approval/disapproval.
 - b. MSP Tour Request Form forwarded to the PIO/VIO for processing of tour request, if approved by the MCE Administrator or designee. If tour request is disapproved, a copy of the request will be routed to PIO/VIO.
4. Tour requests that will involve photographs or film footage will clearly state this on the tour request form along with the names of the person's authorized to carry and use such equipment. Prior to any photographs or film footage involving inmates the Inmate Interview/Photo Consent Form will be completed. The Warden/ MCE Administrator or designee will have final approval on all requests for photographs or film footage to be taken on tours.

C. Processing of Tour Requests

1. The PIO/VIO will:

Initiate criminal background checks through NCIC on all persons listed on the Tour Requests form by filling out an *MSP Criminal Background Investigation form (attachment C)* for each participant. For MCE agricultural or MSP tour requests (outside of the fenced perimeter) security background checks through NCIC may not be required unless the tour will also involve operations inside of the fenced MSP perimeter. These forms must be forwarded to the Security Major or designee at least five working days prior to the tour for approval or denial. The Security Major or designee will forward a list of all persons approved for the tour to the PIO/VIO. Once the background checks are completed all written information will be shredded. No information from these checks will be released to anyone but the Security Major or designee.

 - a. Schedule experienced MSP or MCE staff to be the tour guide(s). Groups are limited to 15 persons per guide. Divided groups must tour separate areas simultaneously.
 - b. Complete an *Authorization for Tour Form (attachment B)* using the list of approved persons, and attach a copy of the tour request to it.
 - c. Forward the completed form (*attachment B*) to the Security Major or designee for review, and approval or denial of the tour.

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- d. Notify the person requesting the tour, by phone and/or in writing, of denial or approval.
 - e. For approved tours the following information must be sent to the person requesting the tour:
 - 1) Copies of *Tour Rules and Agreements (attachments D & E)* for each member of the group. Each individual who will be participating in the tour must read these forms.
 - 2) Directions to the facility.
 - 3) Required check in procedures
 - 4) Who the tour guide(s) will be if other than the MSP PIO/VIO.
 - f. Send a copy of the approved Authorization for *Tour form (attachment B)* to all affected areas, (housing units, work areas, Shift Commander, Lobby Officer, Checkpoint, Tour Guide, etc.)
 - g. All MCE agricultural tours involving students will require a *parent/guardian release form (see attachment F)*. Parent/guardian release form must be signed and returned prior to the tour.
 - h. If a tour request is denied, an appeal may be requested. The Warden / MCE Administrator or designee will review the appeal and render a decision.
2. The Tour Guide(s) will:
- a. Arrange to have another employee assist in the tour if they determine the tour plan does not provide adequate supervision.
 - b. Chit out a handheld radio from Main Control.
 - c. Meet the group at the front entrance Lobby Officer post.
 - d. Have each participant read and sign a *Tour Agreement form (attachment D)*.
 - e. Explain the entrance processing procedure to the group, and assist the Lobby Officer with the processing.
 - f. Take the group into an area for a brief introduction. Available areas are:
 - Visitors entrance area
 - The Administration Building lobby
 - Warden's Conference Room (needs to be scheduled)
 The introduction must cover guidelines for the tour and a brief overview of the agenda.
 - g. Inform the group that in the event of an emergency they will be escorted to the nearest safe zone to wait for further instructions from the Command Post. Remind them not to leave the group, and to stay with the guide(s) at all times.
 - h. Arrange to have Department Heads or housing unit staff give a brief presentation when the tour is in their area.
 - i. Monitor and supervise tour members during the tour. Should an individual stray from the group, or fail to follow staff direction, the tour will be terminated and exit procedures will be implemented.
 - j. Upon completion of the tour, escort the tour group to the front entrance for exit processing.
3. The tour guide for MCE agricultural tours will follow the guidelines listed below:
- a. Chit out a handheld radio from Main Control, if one is not available from the MCE office for each tour group.

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- b. Tour groups will stop at the MCE Ranch office for comparison of names on the *Authorization Form* to photo IDs to ensure proper authorization of tour participants. For students, the parent/guardian authorization forms will be matched to the students with the assistance of the tour school sponsor to ensure that all students have proper authorization.
- c. Perform check for adherence to property and clothing requirements.
- d. Have each adult participant read and sign a *tour agreement form (attachment D)*. Students' parent/guardian release form will serve as the *tour agreement form (attachment F)*.
- e. Exchange adult participant photo IDs for a visitor badge. Exchange parent/guardian release form for a visitor badge. Account for the number of visitor badges given out. The MCE personnel at the Ranch office will update the MCE visitor badge log for each tour.
- f. Explain the guidelines for the tour, tour agreement form and a brief overview of the agenda. The Warden/MCE Administrator or designee may meet briefly with the group at this time if he or she is not accompanying the tour.
- g. Inform the group that if an emergency situation arises they will be escorted to the Ranch Office or other assigned safety zone as soon as cleared to do so by the Command Post. Remind them not to leave the tour group, and to stay with the tour guide(s) at all times.
- h. Clear the tour group through the MSP Check Point location.
- i. Arrange to have civilian staff give a brief presentation when the tour is in their area.
- j. Monitor and supervise tour members during the tour. Should an individual stray from the group, or fail to follow staff direction, the tour will be suspended until that individual has been removed from the tour group.
- k. Assemble the tour group in a meeting room for a questions/answer period when the tour is complete (if time permits). The Warden/MCE Administrator, Program Director or their designee may elect to participate.
- l. Exchange the photo IDs for the visitor badges when the tour group is ready to leave. Ensure all participants on a tour and visitor badges are accounted for.
- m. Ensure proper security procedures are executed prior to the touring group leaving MSP/MCE.
- 4. The Lobby Officer will ensure all exit and entrance procedures are followed in accordance with *MSP 3.1.5, Entrance Procedures & Detainment of Non-Inmates* and post orders. Questions involving unusual circumstances must be forwarded to the Shift Commander.

D. Restrictions/Requirements:

- 1. There may be a limit to the number of tours offered per month due to operational needs. Larger group tours may be approved on a case-by-case basis, as approved by the Warden/MCE Administrator.
- 2. Bus/vehicle tours may be approved on a case-by-case basis.
 - a. An experienced MSP/MCE staff member must accompany and directly supervise these tours.
 - b. There is no age restriction for bus/vehicle tours.

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- c. The driver and tour group members must remain on the bus/vehicle from the time they are cleared for entry at Checkpoint until they are cleared for exit at Checkpoint.
- 3. Except as provided for DOC staff family members (see section g. below), the following age restrictions apply to tours:
 - a. Double fenced compound – individuals must be 16 years of age or older.
 - b. Single fenced compound – individuals must be sixth graders or older.
 - c. Outside the fenced compound (including MCE agricultural tours) - individuals must be sixth graders or older.
 - d. All tour participants under the age of 18, regardless of the type of tour, must submit a signed *MSP/MCE Visitor Release form (attachment F)* prior to the final tour approval.
 - e. Vehicular tours must be accompanied at all times by at least one MSP/MCE staff member per vehicle.
 - f. Student or youth program tours:
 - 1) There must be one teacher/sponsor and one MSP/MCE staff member per 15 tour participants. At least one additional teacher/sponsor and one MSP/MCE staff member are required for tour groups with over 15 participants, as approved by the Warden / MCE Administrator.
 - 2) The MSP/MCE staff member(s) will ensure the tour group stays together at all times, and that no participant is left unattended.
 - 3) Contact with inmates will be limited to observation of performance of job duties or explanation of what is being done.
 - g. DOC staff assigned to operations at the MSP/MCE facility may request authorization to tour family members under the age of 16 on a case-by-case basis, with the final approval authority being the Warden / MCE Administrator or designee.

IV. CLOSING

Questions concerning this operational procedure will be directed to the MSP PIO/VIO.

V. ATTACHMENTS

Tour Request Form	attachment A
Authorization for Tour form	attachment B
Background Investigation form	attachment C
Tour Agreement	attachment D
Visitor Rules	attachment E
MSP/MCE Visitor Release form (required for minor children)	attachment F

MONTANA STATE PRISON TOUR REQUEST FORM

Name of Tour Group/ Affiliation:

Requested Date of Tour:

Purpose of Tour:

Number of Participants (limit 15):

Participants: (all sections must be completed for approval)

- | | | |
|--|--|--|
| 1. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / | 2. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / | 3. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / |
| 4. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / | 5. Name:
Soc. Sec. No.:
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| 7. Name:
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Soc. Sec. No.:
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Date of Birth: / / | 9. Name:
Soc. Sec. No.:
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Date of Birth: / / |
| 10. Name:
Soc. Sec. No.:
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Date of Birth: / / | 11. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / | 12. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / |
| 13. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / | 14. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / | 15. Name:
Soc. Sec. No.:
Gender:
Date of Birth: / / |

Instructions:

The person organizing the tour must fill out the above sections and mail or fax it to the MSP Public Information Officer at least 15 days prior to the date of the tour.

**MONTANA STATE PRISON
AUTHORIZATION FOR TOUR**

NAME OF TOUR GROUP:

LOCATION: MSP

DATE OF TOUR:

TIME FRAME: Start:
Finish:

TOUR PARTICIPANTS AND ADDRESSES:

BACK GROUND CHECKS COMPLETED BY:

Name and Title

APPROVED: Yes __ No __

ITINERARY: (include specific locations and times)

PURPOSE OF TOUR:

Public Information Officer

Shift Commander

Security Major/Designee

copies to:

Warden
PIO/VIO

Command Post
Checkpoint
Tour Locations (from Itinerary above)

Lobby Officer
Security Major
MCE Administrator

Deputy Warden
Main Control

MSP Criminal Background Investigation

Name: _____ Social Security Number: _____
 Last First Middle

__ (M) Male __ (F) Female

Date of Birth (month/day/year): _____

Reason for entering Montana State Prison:

Staff Requesting NCIC Check:

Space below is for Montana State Prison remarks:

Date: _____ CJIN Operator: _____

__ Approved __ Denied Security Major (designee): _____ Date: _____

MONTANA STATE PRISON TOUR AGREEMENT

Your presence at Montana State Prison/ Montana Correctional Enterprises will be in accordance with MSP 1.1.10, Montana State Prison Tours. Please take a minute and read these rules and agreement before signing.

1. I will provide a state driver's identification card before admittance to Montana State Prison/Montana Correctional Enterprises. Media are also required to present official media business identification.
2. I will not bring onto Prison property anything which may constitute contraband either legal or illegal, pursuant to federal or state statute, rule or policy, including any firearm, dangerous weapon, implement of escape, explosive, alcoholic beverage, narcotic or any other item creating a threat to the safety, security, or management of the Prison. Tobacco or tobacco paraphernalia must be secured in a locked vehicle.
3. I will submit to a reasonable search (metal detector) and pat search of myself and equipment as considered necessary by Montana State Prison for entry into the prison.
4. I will be dressed in a manner that will not distract, disturb or be offensive to staff, inmates or other visitors. Please see the attached clothing requirements.
5. I will conduct myself in a lawful and orderly manner during my visit to Montana State Prison.
6. I will comply with all directives of correctional personnel while on prison property and will remain with the tour at all times.
7. I will not exchange written information with inmates while touring Montana State Prison.
8. I understand that potential risks exist in a correctional facility, and in the event of an emergency I will remain with the tour guide and wait further instructions.

By signing this agreement, I agree to comply with its conditions and understand that failure to abide by them will result in my removal from prison property. No one will be permitted on the tour without first having read and signed this form.

NAME (Please Print)

SIGNATURE

MSP/MCE REPRESENTATIVE (Witness)

DATE

Notice to all prospective visitors of Montana State Prison (MSP) and Montana Correctional Enterprises (MCE).

To provide for the safety of guests at the prison, all visitors must receive prior written approval. Criminal background checks are required prior to clearance into the MSP single or double fenced perimeter.

All visitors are required to stop at the Checkpoint and identify themselves to the Checkpoint Officer, informing him of the reason for the visit and providing identification as requested. The Checkpoint Officer has the authority to search all vehicles and to deny entrance to prison property.

Visitors must park in the main “employee” parking lot located in front of the Administrative Building. For MCE agricultural tours visitors will park in the MCE Ranch office parking lot located in front of the log cabin building before the MSP Check Point location.

All personal items carried into the front entrance by visitors must be presented to the entrance post staff for approval to be brought into the secure compound. All items not allowed must be returned to, and secured in, the visitor’s vehicle. These items must be kept to a minimum.

MSP/MCE does not have storage areas for personal items and is not responsible for items lost or stolen. Cameras and recording devices are not permitted inside the prison without proper written approval from the Warden, MCE Administrator, Security Major or designee. Cell phones are not permitted inside the prison compound.

Visitors must provide a photo ID such as a driver’s license, student ID or media identification card as proof of identity at check-in. Students without IDs will be identified by the sponsor and matched to the visitor release form for minor children. The ID will be surrendered at check-in and replaced by a visitor’s badge, which must be kept visible at all times.

Clothing requirements: Dress conservatively, letting common sense be your guide. This is an adult male facility. Tours usually require extensive outdoor walking, so please wear comfortable shoes as well as comfortable clothing.

The following clothing restrictions apply:

- No spandex tops or pants
- No shorts or culottes
- No transparent or see-through clothing
- No skin revealing shirts or dresses with skin revealing slits
- No camouflage clothing
- Female visitors must wear a bra at all times; a slip must be worn with a dress
- All visitors must wear proper undergarments (bra, slip, underwear)

All visitors will be required to clear a metal detector, and may be subject to pat-down searches.

Visitors are required to sign an Agreement form. This form indicates that visitors agree to comply with the rules of the prison and that failure to abide by the rules will result in the immediate cancellation of the visit, or tour, plus removal from prison property. A MSP or MCE employee must escort visitors throughout the prison.

MSP/MCE VISITOR RELEASE FORM

Required for Minor Children

I, _____, the parent or legal guardian of _____,
(Print Name) (Name of child – Print Name)
do hereby give permission for my child to enter Montana State Prison (MSP) and or Montana Correctional Enterprises (MCE) property.

MSP houses, maximum, close (high) medium, and minimum (low) custody adult male inmates inside a secure perimeter, and assigns job to, and houses, some minimum (low) custody inmates in a variety of enterprises outside the secure perimeter.

As a parent or legal guardian, I understand the MSP/MCE staff will do everything possible to prevent any accidents. However, I fully understand that entry onto the MSP/MCE property involves inherent risks, regardless of all feasible safety measures that may be taken by MSP/MCE. In consideration of MSP/MCE's agreement to allow the above named child entry onto MSP/MCE property, I agree to accept responsibility for any loss, damage, or injury to this child that occurs during his/her visit to MSP/MCE, that is not the result of fraud, willful injury to a person or property, or the willful or negligent violation of a law by an inmate, trustee, employee or agent of MSP/MCE.

In the event it becomes necessary for MSP/MCE staff in charge to obtain emergency care for the above named child while at MSP/MCE, I agree to assume financial liability for expenses incurred because of an accident, injury, illness and/or unforeseen circumstances.

Parent or Guardian: _____ Date: _____
(Signature)

Address: _____

Telephone Number: _____